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4 February 1952

MEMORANDUM FOR: Deputy Director, Intelligence  
FROM: Assistant Director, C&D  
SUBJECT: OCD Personnel and Space

1. Current personnel position.

The following figures show our status as of 1 February,  
1952:

| On Duty | Pend-ing | Vacan-cies | Current Ceiling |
|---------|----------|------------|-----------------|
|---------|----------|------------|-----------------|

25X1

2. Personnel increments required.

The following figures show the increases which are necessary if we are to do the jobs for which we are held responsible:

| Current Ceiling | Increase | T/O Needed | % Increase |
|-----------------|----------|------------|------------|
|-----------------|----------|------------|------------|

AD's Office  
Administrative Staff  
Operations Staff  
CIA Library  
Biographic Register  
Industrial Register  
Graphics Register  
Special Register  
Liaison Division  
Machine Division

25X1

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25X1

SECRET

Approved For Release 2003/10/22 : CIA-RDP58-00597A000100010027-3

- 2 -

The above requirements, except for a part of those in Graphics Register, have been expressed either in our 1953 Budget estimates or in projects which have been approved by the PRC since the time when the estimates were submitted.

These are substantial increases. The chief reason for them is the fact - sometimes overlooked in CIA headquarters - that, since OCD is a servant of the other Offices and Staffs, its workload automatically goes up as these other units expand and proliferate. If a restaurant doubles the number of its tables and customers, it must also have more cooks, waiters, and barkeeps.

In brief, the reasons for asserting that these increases are really needed - if OCD is to do its job - are as follows:

(a) CIA LIBRARY

In January of this year the Library responded to 378 requests for bibliographic searches, and supplied 94,309 references in reply. Comparable figures for January a year ago were 182 requests and 41,524 references supplied. The boost in workload is well over 100%, and the rate of increase has been steady. 19 additional hands are called for in the 1953 Budget to keep pace with the Library's normal workload.

34 additional hands were requested in a Project initiated at the request of AD/RR, and concurred in by AD/SI, AD/PC, AD/CI and AD/IC. These people will undertake particular library jobs which are not now being performed, and which are essential to provide support for the research in depth which the overt Offices are now embarked on. The PRC has approved this Project.

2 additional hands are needed in the Top Secret Control Office, as has been agreed by the AD Inspection & Security; and a minimum of 1 additional messenger will be needed when the Library is moved to the skating rink.

(b) BIOGRAPHIC REGISTER

Representatives of all Offices have met on several occasions in the past few months to consider the workload of the Biographic Register. OCD had hoped that it might, by this means, obtain from its customers a statement of priorities which would enable the Register to cut back some of its undertakings in order to reinforce those which the customers considered most important. The only conclusive result of these meetings was agreement that the Register should concentrate its effort on Soviet and Satellite (including Chinese) personalities in the political and cultural fields, and on scientists of all foreign countries. This is not a very helpful

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- 3 -

conclusion, as the Register had already established these priorities on its own initiative, and is devoting relatively little effort to anything else. ORR urgently requires that concentrated effort be placed on the indexing and tagging of Soviet and Satellite personalities in the fields of industry and economics. We have a mass of data on such figures, but we have been unable to exploit it. To meet ORR's requirement, this mass of data should be dug into and indexed by machine methods.

The 37 additional hands called for in the 1953 Budget estimate are essential if the Register, confining its effort as closely as possible to the above priority jobs, is to keep pace with the flow of incoming information, the steadily increasing flow of requests, and the ORF requirement described above.

(c) INDUSTRIAL REGISTER

The files of the Industrial Register are being vastly augmented by the round-up of Soviet, Satellite and West European industrial data which is being accomplished by the microfilm team in Europe. This round-up was undertaken as a service of common concern to all agencies, and with the concurrence of the IAC. When it was approved by the PRC the Committee noted that "Exploitation in Washington would require additional people and facilities which will not be needed until fiscal year 1953 and it can therefore be considered in the budget for that year".

The 55 additional hands called for in the 1953 Budget estimate are for this purpose. If we cannot have this additional manpower, we will not be able to process the data into our files, and will therefore be unable to make it readily available to analysts of the other Offices.

(d) GRAPHICS REGISTER

This Register is seriously understaffed. It has custody of a large photo collection which is largely unorganized and unindexed and which, therefore, it is unable to use efficiently in meeting the needs of IAC and CIA Offices. It is receiving motion picture film from covert sources which is of great value to intelligence, but which it has neither the vault space, equipment, or manpower, to exploit properly for OPC's purposes. It is unable to do more than make a token effort toward satisfying the needs of the Director of Training for training films which are scattered in different government repositories.

25X1

- 4 -

The 1953 Budget estimate called for 17 additional hands, chiefly to deal with the volume of Soviet motion picture film which was then beginning to come in from [redacted]

[redacted] The volume is proving to be greater than was anticipated, and if it is to be dealt with 4 more hands will be needed. 2 additional are needed if we are to make a serious attack on the training film problem. It is estimated that 18 additional hands could, in a period of two to three years, bring order out of chaos in the still photo collection.

Detailed statements are being prepared in support of these estimated requirements.

(e) SPECIAL REGISTER

The Special Register works within the secured area of OCI, indexing materials which are of primary concern to ORR and OSI. Its output has tripled since the spring of 1951. There is demand from AD/RR and AD/SI that it be beefed up substantially, and the Budget estimate of 62 additional persons is one which has been jointly arrived at by representatives of all the Offices concerned.

(f) LIAISON DIVISION

This Division's current T/O is almost entirely adequate. All it now appears to require in addition is teletype communication with the collection and dissemination units of the IAC agencies. This would involve 1 teletype operator. The 1953 Budget estimate includes this addition.

(g) MACHINE DIVISION

This Division provides the machine support for the Intellofax System, which enables the CIA Library to perform the bibliographic services described in subparagraph (a) above. As noted therein, this workload has more than doubled since January of 1951. The 1953 Budget estimate provides 26 additional hands primarily for this purpose.

3. Rate of Recruitment.

OCD's actual strength on duty remained constant during the first five months of 1951, and stood at [redacted] on 1 June. Thereafter it responded quickly to the Agency's improved recruitment and security clearance activities, rising in almost a straight

25X1

## SECRET

Approved For Release 2003/10/22 : CIA-RDP58-00597A000100010027-3

25X1

- 5 -

curve to the current figure of [ ] If we are authorized to continue recruiting toward the required level of [ ] we may anticipate:

25X1

25X1

On Duty

1 Jun 1951  
1 Feb 1952  
1 Jul 1952  
1 Jan 1953  
1 Jul 1953



25X1

It should be noted that these levels will not be reached unless we are authorized to raise our sights and recruit toward a level at or near the 932 which we require.

4. Space now Available.

The Special Register is necessarily located within the secure area controlled by the AD/CI. Its space requirements must therefore be met within that area, and they are being planned for by the Collation Board whose members represent all Offices concerned.

The Graphics Register is housed in Building 14 where it occupies 5,480 square feet. Of this total, 2,689 is inflexible space occupied by master files, film vaults, and the like. Based on the current authorized ceiling of 45 persons, the office space provides an average of 62 square feet per person. It is essential that additional space be provided for vaults and projection rooms, although a very few more people can be squeezed into the available office space.

The remainder of OCD - except for 10 personnel overseas with the microfilm team, and 6 library personnel in Branch Libraries located in other buildings - must now be provided for in the M/Q Building and the old skating rink, the "Riverside Stadium". 598 582 persons must be housed in these two units, based on the current T/O ceiling plus the 34 approved for the Library by PRC action, 2 Top Secret Control clerks, 1 messenger, and 1 additional personnel officer.

Current plans for the two units are as follows:

M/Q Building will house 74 OCD persons in all. 57 will be located in 3,670 square feet of office space, an average of 64.4 square feet per person. 17 will be located in 5,628 square feet of inflexible space - i.e. reading rooms for analysts of other Offices, stacks and vault, Top Secret Control, and the AD's office.

Riverside Stadium will house 508 persons in all. 483 will be located in 33,482 square feet of office space, an average of 69.3 square feet per person. The remaining 25 will be located in 7,581 square feet of inflexible space.

Approved For Release 2003/10/22 : CIA-RDP58-00597A000100010027-3

SECRET

SECRET

25X1

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- 6 -

5. Working conditions.

At best, working conditions in the Riverside Stadium will be poor, will lead to diminished efficiency, and will add to the overall workload by lengthening the lines of communication.

At worst, working conditions in this old skating rink will be so nearly intolerable as to cause a flood of resignations and transfers.

In order to avoid the worst, I propose to move my people into the area slowly, and unit by unit, calling upon the DD/A for prompt correction of deficiencies in lighting, heating, and the rest. I shall look to you for support in this.

6. Space requirements vs Personnel requirements.

It is obvious that the most serious problem confronting OCD is the lack of adequate and suitable working space.

It also seems obvious that the Agency's administration will be unable to find a satisfactory solution to this problem until Congress approves funds for a new building, and the new building is designed and finally built. This will take two or three years, probably longer.

This creates an impasse. We do not have the hands we need to do our job, and if we did have the hands we'd have no place to put them.

I see only two alternatives for the next few years:

(a) Find space, even if not in this immediate area, for those units now housed in the area which could be moved away with least harm. Much of Building 14, South Building, Central Building and North Building could be vacated by some of the present occupants; thus releasing space for the use of the 6 Offices under your charge. If this were done, it might be possible for all of these Offices to continue building strength for a year or two to come.

(b) Alternatively, OCD must cease recruiting when it becomes apparent that no more hands can be crowded into the space now available in Building 14, M/Q, and the Stadium. Necessarily, then it will be obliged to "regret" that it cannot undertake to perform a number of the jobs being called for by the other Offices. In this event, the other Offices will be obliged to perform for themselves those support jobs which OCD might better, and more economically, be doing for them.

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